



### **Licensing Sub-Committee Tuesday, 9th April, 2013**

You are invited to attend the next meeting of **Licensing Sub-Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Tuesday, 9th April, 2013  
at 10.30 am .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Gary Woodhall  
Office of the Chief Executive  
Tel: 01992 564470  
Email: democraticservices@eppingforestdc.gov.uk

#### **Members:**

Councillors D Wixley (Chairman), Mrs R Gadsby, R Morgan and N Wright

**PLEASE NOTE THE START TIME OF THE MEETING**

**THERE WILL BE A BRIEFING FOR THE SUB COMMITTEE AT 10.00 A.M. IN THE  
MEMBERS' ROOM**

#### **1. APOLOGIES FOR ABSENCE**

(Assistant to the Chief Executive) To be declared at the meeting.

#### **2. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

#### **3. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 5 - 10)**

(Assistant to the Chief Executive) To note the attached Procedure for the conduct of business at a Licensing Sub-Committee.

#### **4. EXCLUSION OF PUBLIC AND PRESS**

##### Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the

public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
5	Hackney Carriage Driver's Licence – Mr M James	1
6	Review of a Hackney Carriage Driver's Licence – Mr R Cerkasovs	1
7	Hackney Carriage Driver's Licence – Mr M Shamem	1
8	Hackney Carriage Driver's Licence – Mr A Uddin	1

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

#### Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

#### Background Papers

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer

responsible for the item.

**5. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENCE - MR M JAMES (Pages 11 - 12)**

(Director of Corporate Support Services) To consider the attached report.

**6. APPLICATION TO REVIEW A HACKNEY CARRIAGE DRIVER'S LICENCE - MR R CERKASOVS (Pages 13 - 14)**

(Director of Corporate Support Services) To consider the attached report.

**7. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENCE - MR M SHAMEM (Pages 15 - 16)**

(Director of Corporate Support Services) To consider the attached report.

**8. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENCE - MR A UDDIN (Pages 17 - 18)**

(Director of Corporate Support Services) To consider the attached report.

**9. INCLUSION OF PUBLIC AND PRESS**

To invite the public and press back into the meeting for the remaining items of business.

**10. APPLICATION TO VARY A CLUB PREMISES LICENCE - BUCKHURST HILL SPORTS AND SOCIAL CLUB (Pages 19 - 54)**

(Director of Corporate Support Services) To consider the attached report.

**11. APPLICATION TO VARY A PREMISES LICENCE - APPLGREEN SERVICE STATION (Pages 55 - 98)**

(Director of Corporate Support Services) To consider the attached report.

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# Agenda Item 3

## PART 3(2) - RESPONSIBILITY FOR COUNCIL FUNCTIONS

### LICENSING COMMITTEE – TERMS OF REFERENCE

(1) The full Committee shall comprise 11 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.

... (2) For the functions set out in Annex 1, and the legislation listed in Annex 2, a Sub-Committee consisting of no more than any three Councillors drawn, in alphabetical order, from the members of the full Committee shall be formed. Any such Sub-Committee shall elect a Chairman on an ad-hoc basis.

(3) For the transaction of business at full Committee meetings, the quorum shall be a minimum of five Committee members save that no business shall be transacted unless either the Chairman or Vice-Chairman of the Committee is present.

(4) The Committee and Sub-Committees shall have full authority to hear and determine licensing applications.

(5) The Committee and Sub-Committees shall be further empowered to determine appeals made against the decisions of the Head of Environmental Services taken under delegated authority on licensing applications.

... (6) The Committee shall at all times carry out its duties solely within the policy from time to time determined by the Council and shall conduct its proceedings in accordance with the requirements set out in Annex 3 (Conduct of Business by Licensing Committee and Sub-Committees).

(7) The Licensing Committee shall take no part in the production or revision of the statement of licensing policy made under Section 5 of the Licensing Act 2003, however, they may determine policy under the legislation listed in Annex 3.

**PART 3(2) – RESPONSIBILITY  
FOR FUNCTIONS  
LICENSING COMMITTEE**

**Licensing Act 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY**

<b>Matter to be dealt with</b>	<b>Full Committee</b>	<b>Sub Committee</b>	<b>Officers</b>
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	
All policy matters except the formulation of the statement of licensing policy	All cases		

**PART 3(2) – RESPONSIBILITY  
FOR FUNCTIONS  
LICENSING COMMITTEE**

**LIST OF STATUTORY POWERS**

Those functions pertaining to licensing and registration and permits and consents contained in the following legislation and any regulations, orders, byelaws or other subsidiary legislation made under the above Acts:

Animal Boarding Establishments Act 1963  
Breeding & Sale of Dogs (Welfare) Act 1999  
Breeding of Dogs Act 1973  
Breeding of Dogs Act 1991  
Caravan Sites & Control of Development Act 1960  
Caravan Sites Act 1968  
Dangerous Wild Animals Act 1976  
Game Licences Act 1860  
Gaming Act 1968  
Guard Dogs Act 1975  
House to House Collections Act 1939  
Licensing Act 2003  
Local Government (Miscellaneous Provisions) Act 1976  
Local Government (Miscellaneous Provisions) Act 1982  
Lotteries & Amusements Act 1976  
Pet Animals Acts 1951 & 1981  
Riding Establishments Acts 1964 & 1970  
Scrap Metal Dealers Act 1964  
The Game Act 1831  
Town Police Clauses Act 1847  
Town Police Clauses Act 1889  
Zoo Licensing Act 1981

## **Part 3(2) – Responsibility for Functions**

### **PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUB-COMMITTEES**

**All references to committee in this annex shall be taken to infer a reference to the associated sub-committees.**

#### **1. General Conduct**

- 1.1 All hearings of the Licensing Committee under the Licensing Act 2003, are to be held in accordance with the Personal Licences, Hearings, Premises Licences and Club Premises Certificates, and Licensing Register Regulations, made under the Licensing Act 2003.
- 1.2 The Council's Constitution shall regulate the conduct of and debate at meetings.
- 1.3 In the case of hearings under the Licensing Act 2003, the Committee shall only consider those matters relevant to the licensing objectives as set out in the Licensing Act 2003 and the statement of licensing policy adopted by the Council.

#### **2. Declarations of Interest**

- 2.1 Members of the Committee are subject to the Council's Code of Conduct and to advice from the Standard Board for England, details of which will be provided to those members.

#### **3. Participation in the Hearing**

- 3.1 Debate shall be restricted to members of the Licensing Committee. Where a local ward member, not being a member of the Committee, wishes to participate in the hearing, they may do so only with the permission of the Chairman and their participation shall be subject to the same rules as are applied to any other witnesses to the application.
- 3.2 In hearings other than those under the Licensing Act 2003, where a ward member is a member of the Committee, and wishes to object to the application, the member shall give 14 days' notice of their intention, and shall play no part in the decision-making process of the Committee. In hearings under the Licensing Act 2003, those named as responsible authorities and interested parties in the Act may only make representations within the time limits set out in the relevant statutory provisions.
- 3.3 All persons participating in the hearing shall be made aware of the limitations or scope of statements that will be acceptable and, in particular, that statements should be factual or a fair statement on a matter of public interest.

#### **4. Attendance of the Public**

- 4.1 The Council's Constitution and relevant statutory provisions relating to the admission or exclusion of the public shall apply to all meetings of the Licensing Committee.

## **5. Natural Justice**

5.1 There are two elements to natural justice:

### **(a) Fairness**

- (i) All persons affected by the decision or in the case of matters associated with the Licensing Act 2003, those named as responsible authorities and interested parties in the Act, will be allowed a hearing before a decision is made.
- (ii) Only objectors who can show clearly that they are affected by a decision shall be afforded the right to be heard or, in the case of hearings under the Licensing Act 2003, only those named in the Act as responsible authorities or interested parties.
- (iii) All information shall be made available, where possible in advance, to the applicant and the Committee.
- (iv) All members of the Committee shall be present throughout the hearing of a particular application. Where a member arrives late or leaves during a hearing of a particular application, that member shall play no part in the decision-making process. Where an application is adjourned it shall be continued by the same members only, and no others.
- (v) The Committee shall have discretion in respect of 'late' objections. Such objections shall be clearly marked on the agenda as such and the Committee shall decide on their acceptability. The applicant shall be advised of any late objections. In the case of representations made in relation to the Licensing Act 2003 applications, these shall only be accepted in accordance with the relevant statutory provisions.

### **(b) Prevention of Bias**

- (i) The rules on the declarations of interest shall be firmly applied.
- (ii) If the Committee moves into private session to consider its decision, it shall be accompanied only by its advising officers, none of whom shall have taken a substantive part in the hearing, and shall play no substantive part in the decision-making process.

## **6. General Procedures for Hearings**

6.1 The following procedural requirements shall be followed at all times:

- (a) There shall be no recommendation from officers on the agenda;
- (b) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:
  - (i) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
  - (ii) The Chairman will outline the procedure to be followed.

- (iii) The Lead Officer will outline the matter in hand.
- (iv) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members or any objectors/persons making representations present.
- (v) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members or the applicant/s or their representative.
- (vi) The objectors/persons making representations may make a final statement (without introducing new issues).
- (vii) Finally, the applicant has the right to make a final statement (without introducing new issues).
- (viii) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (ix) Committee members shall restrict themselves to questions and not discussion or comment.
- (x) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xi) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.
- (xiii) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members this advice will be repeated in summary form.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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## Report to the Licensing Sub-Committee

**Date of meeting: 9 April 2013**



**Epping Forest  
District Council**

**Subject: To vary a Club Premises Licence at Buckhurst Hill Sports & Social Club, 50a Queens Road, Buckhurst Hill, Essex IG9 5BY under the Licensing Act 2003**

**Responsible Officer: Kim Tuckey (01992 564034)**

**Democratic Services: Gary Woodhall (01992 564470)**

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### **Recommendations/Decisions Required:**

**(1) To determine the application for a variation of an existing Club Premises Licence at Buckhurst Hill Sports & Social Club under the Licensing Act 2003.**

### **Report:**

#### Application

1. An application has been made by K Waites, the Premises Licence Holder for a variation to the Club Premises Licence for Buckhurst Hill sports & Social Club. The authority received the application on 11 February 2013. The application sets out the varied licensing activities applied for and times requested. A copy of the present licence for the premises, the application for variation and the public notice are attached.

2. The original application was requesting:

- Sale of Alcohol, Monday to Sunday 11.00 to 01.00hrs; and
- Live Music Friday, Saturday and Sunday until 23.30hrs.

3. However, during the consultation process the applicant has offered the following amendment:

- Sale of Alcohol, Monday to Sunday to 0030hrs; and
- Close of premises at 01:00.

4. Sections E, I & J of the application for variation amends the Operating Schedule of the premises licence and sets out some new conditions which will be attached to the licence if this application is granted.

#### Licensing Act 2003

5. When considering an application for a licence, the licensing authority must have regard to the promotion of the following licensing objectives:

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

6. It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

### Consultation

7. The Responsible Authorities have received a copy of the application; it was properly advertised at the premises and in a local newspaper.
8. The authority has received representations from:
  - (a) Essex Police - requesting an amendment to the application;
  - (b) David Baker – the local Planning authority;
  - (c) Cllr Sylvia Watson, Cllr G Chambers and Nigel Moore (Clerk to Buckhurst Hill Parish Council); and
  - (d) 2 representation from local residents.

### Guidance Issued by the Secretary of State

9. The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.
10. 2.1 to 2.40 apply.

### Options

11. In determining this application, the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:
  - to modify the conditions of the licence; or
  - to reject the whole or part of the application.
12. For the purposes of the Licensing Act 2003 the conditions of the licence are modified if any of them are altered or omitted or a new condition added.

### Determination

13. The Sub-Committee is asked to determine the application having regard to:
  - (a) the content of this report and representations;
  - (b) any additional information obtained from the hearing;
  - (c) the Council's statement of licensing policy;
  - (d) Guidance issued by the Secretary of State, and
  - (e) the steps appropriate to promote the licensing objectives.

### Appeal

14. If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

### **Background Papers Used In Preparing This Report:**

- The Licensing Act 2003  
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>



- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003  
<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing?view=Binary>
- Epping Forest District Council's statement of licensing policy.  
<http://www.eppingforestdc.gov.uk>

**Attached Documents:**

- Application for premises Licence.
- A copy of the Premises Licence.
- Copy of the notice.
- Representation from Interested Parties/Responsible Authorities.
- Map showing the area.

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[Insert name and address of relevant licensing authority and its reference number (optional).]

**Application to vary a club premises certificate to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

..... BUCKHURST HILL SPORTS + SOCIAL .....

(Insert name of club)

club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number	LN/210001473
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**Part 1 – Club premises details**

Name of club				BUCKHURST HILL SPORTS + SOCIAL CLUB					
Postal address of premises, if any, or if none Ordnance survey map reference or description									
50A QUEENS ROAD									
Post town		BUCKHURST HILL			Postcode		IG9 5BY		
Telephone number (if any)				[REDACTED]					
E-mail address (optional)				[REDACTED]					

Name of person performing duties of a secretary to the club				KATHLEEN MOLLY C. WAITES					
Address of person performing duties of a secretary to the club									
[REDACTED]									
Post town		BUCKHURST HILL			Postcode		[REDACTED]		
Daytime contact telephone number (if any)				[REDACTED]					
E-mail address (optional)				-					

**Part 2 – Applicant details**

Daytime contact telephone number (if any)			
E-mail address (optional)			
Current postal address if different from premises address			
Post town		Postcode	

**Part 3 - Variation**

Please tick

Do you want the proposed variation to have effect as soon as possible?  Yes  No

If not when do you want the variation to take effect from?

DD	MM	YYYY

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

CHANGE OF LICENSE TO SELL ALCOHOL

FROM 1100 - 2300

TO 1100 - 0100

EXTEND PLAYING OF LIVE MUSIC

FRIDAY, SATURDAY + SUNDAY

FROM 2300 - 2330

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

**Part 4 – Club Operating Schedule**

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application?

Provision of regulated entertainment:

**Please tick as appropriate**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainments (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club** (if ticking yes, fill in box I)

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Wed					
Thur			<b>Non standard timings. Where the club intends to use the premises for the performance of a play at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**B**

Films Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for the exhibition of film</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			



**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Wed					
Thur			<b>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon	–	–			
Tue	–	–	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed	–	–			
Thur	–	–	<b>Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list</b> (please read guidance note 5)  <i>31<sup>st</sup> DECEMBER 2000 – 2400</i>		
Fri	2000	2330			
Sat	2000	2330			
Sun	2000	2330			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Wed					
Thur			<b>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Wed					
Thur			<b>Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur			<b>State any seasonal variations for this entertainment</b> (please read guidance note 4)		
Fri					
Sat			<b>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun					

**I**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick.</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations</b> (please read guidance note 4)		
Mon	11 00	01 00			
Tue	11 00	01 00			
Wed	11 00	01 00			
Thur	11 00	01 00			
Fri	11 00	01 00			
Sat	11 00	01 00			
Sun	11 00	01 00			
			<b>Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		

**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	1100	0100	
Tue	1100	0100	
Wed	1100	0100	
Thur	1100	0100	
Fri	1100	0100	
Sat	1100	0100	
Sun	1100	0100	
<b>Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list</b> (please read guidance note 5)			

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8).

**L**

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the club premises certificate
- I have enclosed the relevant part of the club premises certificate

**If you have not ticked one of these boxes, please fill in reasons for not including the certificate or part of it below**

Reasons why the club has not enclosed the club premises certificate or relevant part of it:



**M** Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

MONITOR AMOUNT OF ALCOHOL SOLD TO INDIVIDUALS  
+ DRUNK BY

c) Public safety

CCTV IN PLACE  
OUTSIDE LIGHTS

d) The prevention of public nuisance

ANNOUNCEMENT AT THE END OF ENTERTAINMENT AND  
NOTICES ON BOARDS + DOORS REQUESTING EVERYONE  
TO LEAVE QUIETLY.

e) The protection of children from harm

NO CHILDREN IN CLUB WITHOUT A RESPONSIBLE ADULT.  
NOT ALLOWED NEAR BAR. HAVE TO BE OFF DANCE FLOOR  
BY 2100 HRS. NORMALLY OUT OF CLUB BY 2200 HRS.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities.
- I understand that I must now advertise my application.
- I have enclosed the club premises certificate or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 5 – Signatures (please read guidance note 10)**

I [REDACTED] (*KATHLEEN MOLLY C. WAITES*)  
*(Insert full name)*

**make this application on behalf of the club and have authority to bind the club**

Signature	[REDACTED]
Date	26 <sup>th</sup> January 2013
Capacity	Secretary

Address for correspondence associated with this application (please read guidance note 11)

[REDACTED]

Post town	BUCKHURST HILL	Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]		

If you would prefer us to correspond with you by e mail, your e mail address (optional)

**Notes for Guidance**

1. Describe the premises, For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

4. For example (but not exclusively) where the activity will go on for an extra hour during summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00).
7. If the club wishes members and their guests to be able to consume alcohol on the premises, please tick 'on the premises'. If the club wishes people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If the club wishes people to be able to do both, please tick 'both'.
8. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or gambling machines etc.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.

# Jobs

guardian-series.co.uk/jobs

POWERED BY  
**careerbuilder.co.uk**

Fax: 0844 6993099

To advertise call 0844 4993066

Email: [hotjobs@london.newsquest.co.uk](mailto:hotjobs@london.newsquest.co.uk)

Calls cost 5p per minute from a BT landline. Mobiles and other networks may be more.

**Notice of Application for Premises Licence**

Club Premises Certificate under the Licensing Act 2003

Notice is given this day 11th February 2013 that Mr Mally Waters of 50a Queens Road, Buckhurst Hill, Essex IG9 6BY has applied to the Licensing Office of Epping Forest District Council for a variation to a Club Premises Certificate in respect of Buckhurst Hill Sports and Social Club, 50a Queens Road, Buckhurst Hill, Essex IG9 6BY.

The proposed variation is for amendments as follows: To sell alcohol Monday to Sunday from 11.00hrs - 23.00hrs to Monday to Sunday 11.00hrs - 01.00hrs, Live Music - Friday, Saturday and Sunday until 23.30hrs. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum 5,000 pounds).

# CLUB PREMISES CERTIFICATE

## Part A



Club premises certificate number:

LN/210001473

### Club details:

<b>Name of club in whose name this certificate is granted and relevant postal address of club:</b>	
Buckhurst Hill Sports & Social Club 50a Queens Road	
Post Town: Buckhurst Hill	Post code: IG9 5BY
Telephone number:	

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description:

Post Town:	Post code:
Telephone number:	

Where the club premises certificate is time limited the dates:N/A

Qualifying club activities authorised by the certificate:

Recorded Music  
Retail of Alcohol

The times the certificate authorises the carrying out of qualifying club activities:

The times the licence authorises the carrying out of licensable activities:

On Weekday's, other than Christmas Day, Good Friday or New Years Eve, 11am to 11pm.

On Sunday's, other than Christmas Day or New Years Eve, 12 noon to 10.30pm.

On Good Friday, 12 noon to 10.30pm

On New Years Eve, except on a Sunday, 11am to 11pm.

On New Years Eve on a Sunday, 12 Noon to 10.30pm.

On New Years Eve from the end of permitted hours to start of permitted hours to the start of permitted hours on the following (or, if there are no permitted hours on the following day, midnight on 31<sup>st</sup> December)

On Christmas Day, as provided by the rules of the club and notified in writing by the chairman or secretary of the club to the chief executive of the justices for the petty sessions area in which the premises are. The said hours shall:

- i)not exceed six and a half hours;
- ii)not begin earlier than 12 noon;
- iii)not end later than 10.30pm
- iv)provide a break of at least 2 hours, including 3pm to 5pm
- v)not extend for more than three and a half hours after 5pm.

The above restrictions do not prohibit the supply to, or consumption by, any person of alcohol in any premises where they are residing.

The opening hours of the club:

Where the certificate authorises supplies of alcohol whether these are on and / or off supplies:

On

#### Annex 1 – Mandatory conditions:

Conditions 1,2, 3 and 5 do not apply to premises licences where it authorises only the sale by retail off the premises.

1.—(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

# CLUB PREMISES CERTIFICATE SUMMARY

## Part B



Club premises certificate number:

LN/210001473

### Club details:

Name of club in whose name this certificate is granted and relevant registered postal address of club:

Buckhurst Hill Sports and Social Club  
50a Queens Road

Post Town: Buckhurst Hill

Post code: IG9 5BY

Telephone number: [REDACTED]

### Qualifying club activities authorised by the certificate:

Recorded Music  
Retail of Alcohol

### The times the certificate authorises the carrying out of qualifying club activities:

The times the licence authorises the carrying out of licensable activities:

On Weekday's, other than Christmas Day, Good Friday or New Years Eve, 11am to 11pm.

On Sunday's, other than Christmas Day or New Years Eve, 12 noon to 10.30pm.

On Good Friday, 12 noon to 10.30pm

On New Years Eve, except on a Sunday, 11am to 11pm.

On New Years Eve on a Sunday, 12 Noon to 10.30pm.

On New Years Eve from the end of permitted hours to start of permitted hours to the start of permitted hours on the following (or, if there are no permitted hours on the following day, midnight on 31<sup>st</sup> December)

On Christmas Day, as provided by the rules of the club and notified in writing by the chairman or secretary of the club to the chief executive of the justices for the petty sessions area in which the premises are. The said hours shall:

i) not exceed six and a half hours;

ii) not begin earlier than 12 noon;

iii) not end later than 10.30pm

iv) provide a break of at least 2 hours, including 3pm to 5pm

v) not extend for more than three and a half hours after 5pm.

The above restrictions do not prohibit the supply to, or consumption by, any person of alcohol in any premises where they are residing.

Where the certificate authorises supplies of alcohol whether these are on and/or off supplies: On

State whether access to the club premises by children is restricted or prohibited: N/A

Dated: 11/11/05

Peter Jones

Mrs. Kim Tuckey  
Licensing Department  
Epping Forest District Council  
Civic offices  
High Street  
Epping Forest District Council  
Essex CM16 4BZ

23<sup>rd</sup> February, 2013

Dear Kim,


Variation to license for Buckhurst Hill Sports & Social Club

Received from Peter Jones, Essex Police, the following condition he requires to be inserted into the variation to license:

CCTV covering the internal and external of the premises will be installed and maintained. It will be recording at all times the premises are open to the public and will be kept in an unedited format for a period not less than 28 days. The images are to be made available to Police, Local Authority or Trading Standards for inspection upon lawful request.


I hereby agree to this condition and confirm that our CCTV is on a 28 day cycle and can be transferred to disc if required.

Yours sincerely

  
K.M. Waites  
Club secretary.

c.c. Peter Jones  
Epping & Brentwood Licensing Officer



Buckhurst Hill Sports & Social Club  
50a Queens Road  
Buckhurst Hill  
Essex IG9 5BY  


Mr. David Baker  
Planning Officer  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
Essex CM16 4BZ

Your ref: PL/3972/DB

14<sup>th</sup> March 2013

Dear Mr. Baker


Variation of Premises Licence for Buckhurst Hill Sports & Social club

Following your letter of 8<sup>th</sup> March 2013 and our subsequent conversation I would like to amend our proposal from - to serve alcohol until 0100 hours to - to serve alcohol to 0030 hours. This would then give enough "drinking up time" to ensure the club closes at 0100 hours.

As you acknowledged, this is a long standing club for the people of Buckhurst Hill and we take our responsibilities to the community very seriously, which includes ensuring that members are as quiet as possible when leaving the club. To my knowledge there has never been a complaint of noise about either the music or members leaving the club, indeed, our neighbour (with a six month old baby) whose house actually faces the club, has no objection to the extended licence at all!

I hope this goes some way towards alleviating your objections to our proposal.

Yours sincerely

  
Molly waites  
Secretary.

c.c. Joanne Owen



Licensing Department, Epping Police Station  
230 High Street, Epping, CM16 4AP  
Telephone 01279 625 405 Facsimile: 01279 625 440  
Website: [www.essex.police.uk](http://www.essex.police.uk) Email: [REDACTED]

Mrs Kim Tuckey  
Licensing Department  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
CM16 4BZ

18 February 2013

Dear Kim,

**LICENSING ACT 2003 – CLUB PREMISE CERTIFICATE VARIATION S.84**  
**PREMISE: Buckhurst Hill Sports & Social Club**  
**APPLICANT: Kathleen Waites for Buckhurst Hill Sports & Social Club**

Further to the Variation received on 4 February 2013, I write to inform you that Essex Police will be making representations to this variation for the following reasons:

Due to the proximity of the premise to residential addresses and the application is for a licence until 0100, Essex Police seek the condition on the enclosed to be added to the licence in order for the licensing objectives to be met.

After meeting with the applicant on 15 February 2013, they verbally agreed, and as such if the applicant formally agrees for the condition to be attached we will happily withdraw our representations.

Please advise me of when the Licensing Panel will be meeting to hear this so I can be in attendance.

Yours sincerely,

A large black rectangular redaction box covering the signature of Mr Peter Jones ABII.

Mr Peter Jones ABII  
Epping & Brentwood Licensing Officer  
West LPA

Enc.

**Buckhurst Hill Sports & Social Club, 50A Queens Road, Buckhurst Hill IG9 5BY.**

**Conditions sought by Essex Police in addition to those already proposed by the applicant.**

**Prevention of Crime & Disorder**

CCTV covering the internal and external of the premises will be installed and maintained. It will be recording at all times the premises are open to the public and will be kept in an unedited format for a period not less than 28 days. The images are to be made available to Police, Local Authority or Trading Standards for inspection upon lawful request.

Date: 8/3/13

Our ref: PL/3972/DB

Your ref:



**Directorate of Planning & Economic Development**

Civic Offices  
High Street  
Epping  
Essex CM16 4BZ

Telephone: 01992 564514

Facsimile: 01992 564229

Ms. K.M. Waites  
12, Kings Avenue  
Buckhurst Hill  
Essex  
IG9 5LP

email: [dbaker@eppingforestdc.gov.uk](mailto:dbaker@eppingforestdc.gov.uk)

Dear Ms. Waites

**Buckhurst Hill Sports and Social Club, 50A, Queens Road Buckhurst Hill.**

As a responsible authority under the 2003 Licensing Act this planning department makes the following representations on your current application for a variation of the premises licence for the above property.

There may be an error on the application forms in that it is proposed to serve alcohol to 1am but it is also proposed to close the premises at 1am. Given the need for 'drinking up time' our comments are based on a likely closure of the premises at 1.30am. One also assumes that the playing of live music may well extend beyond the quoted time of 11.30 pm.

It is acknowledged that this is a longstanding sports and social club serving the local community, that there is space for some 10 -15 cars to be parked in a car park to the side of the property, and that window openings to the building are currently fixed and non openable. However, the property is located in a backland or rear garden setting close to the rear of residential units interspersed with shops in Queens Road, and close to the rears of houses in Princes Road. In this context therefore the departure of people from the club at 1.30am, with associated noise and cars being started up, will inevitably cause a nuisance at a time when residents will be asleep and ambient noise levels are low. Such a nuisance would occur on a regular basis and would amount to a public nuisance. The planning authority therefore object to the hours proposed in this licence application. More appropriate hours would be to cease serving alcohol at 12 midnight, with closure of the premises following at 12.30am. If the applicants were to agree to amend their application to these reduced times then the planning authority would withdraw its objections.

Should you wish to raise any queries on this matter then please call me on the above number.

Yours sincerely,

  
David Baker  
Planning Officer

cc Joanne Owen EFDC Licensing

**Joanne Owen**

---

**Subject:** FW: Objections to license at social club

-----Original Message-----

From: SYLVIA WATSON

Sent: 01 March 2013 16:27

To: Joanne Owen

Subject: RE: Objections to license at social club

Good afternoon Joanne,

Yes I am in agreement with Cllr Chambers, indeed I was the one who originally brought this to attention of colleagues. The impact on residents in the immediate vicinity would be unacceptable and it would encourage anti-social behaviour.

Thanks,

Cllr Sylvia Watson

**Joanne Owen**

---

**Subject:** FW: Objections to license at social club

-----Original Message-----

From: Gavin

Sent: 21 February 2013 16:37

To: Joanne Owen

Cc: Sylvia Watson;

Subject: Objections to license at social club

Dear Jane,

I would like you to register both mine and Cllr Sylvia Watson strong objections to any change on the buckhurst hill sports and social license.

We do not want any increase in drinking or music, this will I deed increase antisocial behaviour in our parish.

I have cc the other two ward members for BH so they may wish to send you their own views on the issue.

Please can you make sure that our objections are raised at the meeting and we are Informed of the outcome.

Kind Regards

Gavin

Alfred road  
Buckhurst Hill  
Essex

**Joanne Owen**

---

**Subject:** FW: Buckhurst Hill Sports and Social Club

**Importance:** High

---

**From:** Nigel Moore  
**Sent:** 21 February 2013 12:30  
**To:** Licensing  
**Subject:** Buckhurst Hill Sports and Social Club  
**Importance:** High

Dear Licensing Team,

I understand that an application for a 1 am music licence has been submitted by the Buckhurst Hill Sports and Social Club in Queens Road. I have been asked to advise you that Buckhurst Hill Parish Council strongly objects to the application. The social club backs on to residential properties in Princes Road and a 1 am music licence is likely to cause a nuisance. I understand that the premises now occupied by Prezzo, at 63 Queens Road, was previously a night club with a late night music licence and that it resulted in numerous noise complaints from residential properties.

I would also be grateful if you could send me any available details of the application so that I can pass them on to Councillors.

Regards

Nigel Moore

Clerk to the Council

Buckhurst Hill Parish Council

██████████ Queens Road, Buckhurst Hill, Essex IG9 5BY

Tel ██████████ Fax ██████████

Office Hours | 9.30am - 1pm and 1.30 - 4pm Monday to Friday

[www.essexinfo.net/buckhurst-hill-parish-council](http://www.essexinfo.net/buckhurst-hill-parish-council)

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**Joanne Owen**

---

**Subject:** FW: Buckhurst Hill Sports and Social Leisure Club

**From:** Paul Freeman  
**Sent:** 09 March 2013 21:49  
**To:** Licensing  
**Subject:** Buckhurst Hill Sports and Social Leisure Club

Dear Sir/Madam,

Re: WK/201185321 (Extension of the licensing hours of the Buckhurst Hill Sports and Leisure, Social Club (50a Queens Road, Buckhurst Hill, Essex IG9 5BY)).

My wife and I are residents of Princes Road, Buckhurst Hill and our property backs onto the Sports and Social Club.

We would like to object to the extension of the alcohol sales and Live music licensing hours. We currently tolerate the music on a Saturday night, which has normally stopped by midnight, but we do not want to have to tolerate music later than this on any night, especially Sunday. The noise will be particularly bad in the summer months when the rear doors of the club are open.

Yours faithfully,

Paul and Fiona Freeman.  
Princes Road  
Buckhurst Hill  
Essex



**Joanne Owen**

---

**Subject:** FW: Buckhurst Hill sports and Social Club

**From:** anna lockwood  
**Sent:** 27 February 2013 12:24  
**To:** Licensing  
**Subject:** Buckhurst Hill sports and Social Club

Dear Sir

**Buckhurst Hill sports and Social Club**

I would like to raise the following concerns about the application to amend the Licencing Certificate at the above premise.

This club backs onto the gardens in Princes Road, during the summer period the club often opens the rear doors to increase ventilation and subsequently the noise from the club overflows. Often many customers also come outside during hot weather adding to the noise pollution.

I think the extended hours are not acceptable due to the close proximity of residential accommodation in this area.

Regards

Mrs Anna Lockwood  
Princes Road  
Buckhurst Hill





Epping Forest District Council

Civic Offices  
High Street  
Epping CM16 4BZ

Buckhurst hill sports & social

Centre X: 541576.000
Centre Y: 193777.000
Width : 225.000
Angle : .000

Scale : 1:1250	Date : 20 Mar 2013	Time : 12:28:31 PM
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## **Report to the Licensing Sub-Committee**

**Date of meeting: 9 April 2013**



**Epping Forest  
District Council**

**Subject: Petrogas UK Ltd (Premier Service Station) to be known as Applegreen Service Station - Chelmsford Road, Norton Heath CM4 OLQ**

**Responsible Officer: Kim Tuckey (01992 564034)**

**Democratic Services: Gary Woodhall (01992 564470)**

---

### **Recommendations/Decisions Required:**

**(1) To determine the application for a variation of an existing Premises Licence under the Licensing Act 2003**

### **Report:**

#### Application

1. An application has been made by Petrogas UK Ltd the Premises Licence Holder for a variation to the premises licence for the above premises. The authority received the application on 11 February 2013. The application sets out the varied licensing activities applied for and times requested. A copy of the present licence for the premises, the application for variation and the public notice are attached.

2. The applicant is requesting Sales of alcohol and Opening Hours 24hrs a day

3. Sections M & O of the application for variation amends the Operating Schedule of the premises licence and sets out some new conditions which will be attached to the licence if this application is granted.

#### Licensing Act 2003

4. When considering an application for a licence the licensing authority must have regard to the promotion of the licensing objectives, which are:

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

5. It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

#### Consultation

6. The Responsible Authorities have received a copy of the application; it was properly advertised at the premises and in a local newspaper

7. The authority has received a representation from High Ongar Parish Council, which relates to Crime & Disorder.

8. Essex Police have no representations to make.

9. No other representations were received.

#### Guidance Issued by the Secretary of State

10. The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.

11. Paragraphs 2.1 to 2.16 apply

#### Options

12. In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- to modify the conditions of the licence; or
- to reject the whole or part of the application.

13. For the purposes of the Licensing Act 2003 the conditions of the licence are modified if any of them are altered or omitted or a new condition added.

#### Determination

14. The Sub-Committee is asked to determine the application having regard to:

- (a) the content of this report and representations;
- (b) any additional information obtained from the hearing;
- (c) the Council's statement of licensing policy;
- (d) guidance issued by the Secretary of State; and
- (e) the steps appropriate to promote the licensing objectives.

#### Appeal

15. If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

#### **Background Papers Used In Preparing This Report:**

- The Licensing Act 2003  
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003  
<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing?view=Binary>
- Epping Forest District Council's statement of licensing policy.  
<http://www.eppingforestdc.gov.uk>

#### **Attached documents**

- Application for premises licence (including plan).
- A copy of the Premises Licence.
- Copy of the notice.

- Representation from High Ongar Parish Council.
- Map showing the area.

This page is intentionally left blank

**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
 If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
 You may wish to keep a copy of the completed form for your records.

I/We Petrogas UK Ltd

*(Insert name(s) of applicant)*

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number
-------------------------

**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>			
Applegreen Service Station			
Chelmsford Road			
High Ongar			
Essex			
<b>Post town</b>	High Ongar	<b>Post code</b>	CM4 0LQ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£22000

**Part 2 – Applicant details**

<b>Daytime contact telephone number</b>	[REDACTED]
<b>E-mail address (optional)</b>	
<b>Current postal address if different from premises address</b>	Church Street Ampthill Bedfordshire [REDACTED]
<b>Post Town</b>	Ampthill
<b>Postcode</b>	MK45 2EH

**Part 3 - Variation**

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day		Month		Year	

**Please describe briefly the nature of the proposed variation (Please see guidance note 1)**

The retailer wishes to vary his licence in order to sell alcohol from the premises 24 hours a day

Sales from 23:00 hours to 06:00 hours to be made from a secure service hatch.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend



#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

##### Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

##### Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur					
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					



H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun					

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>	
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	
Tue				
Wed			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)	
Thur				
Fri			<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Sat				
Sun				

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b><u>Will the facilities for dancing be indoors or outdoors or both – please tick</u></b> (see guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b>		
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Sat					
Sun					
			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment <u>take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23:00	05:00	<b>Please give further details here</b> (please read guidance note 3) to allow the business to offer hot coffe through the night	Both	<input type="checkbox"/>
Tue	23:00	05:00			
Wed	23:00	05:00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Thur	23:00	05:00			
Fri	23:00	05:00	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	23:00	05:00			
Sun	23:00	05:00			

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)</b>	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol (please read guidance note 4)</b>		
Mon	24	hours			
Tue	24	hours			
Wed	24	hours			
Thur	24	hours			
Fri	24	hours			
Sat	24	hours			
Sun	24	hours			
			<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**  
None

O

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	24	hours	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Tue	24	hours	
Wed	24	hours	
Thur	24	hours	
Fri	24	hours	
Sat	24	hours	
Sun	24	hours	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

None

Please tick yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence  
The licence will be sent direct by the store



**P** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

The store will operate to a high standard, and will do so should this licence be granted in terms of the sale of alcohol. All staff will be fully trained in their responsibilities with regard to the sale of alcohol, and will be retrained every six months, with recorded training records kept for inspection. The store is looking to trade for 24 hours and would like the licence to be available during all the trading hours of the store. ALL CURRENT CONDITIONS TO REMAIN ON THE LICENCE.

**b) The prevention of crime and disorder**

An extensive CCTV system will be in operation to provide security and identify any culprit who is intent in causing trouble in store. There will be a monitor on the shop floor as well as a monitor on the Managers office. All images are stored for a period of 31 days after which they can be erased or saved at the request of the police. All current security measures will remain in operation. All staff will be fully trained in the operation of the CCTV system. Images will be made available to the police or authorised licensing officer from the council on request.

**c) Public safety**

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly diffuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a store of this size.

**d) The prevention of public nuisance**

Given this is a forecourt site, no one will be permitted to hang around outside the premises thus having the potential of causing nuisance to customers, either in requesting they purchase alcohol on their behalf, or general intimidating behaviour. The entrance to the store is also visible from the till point area, and so can be monitored by the staff. CCTV cameras will also pick up any disturbance in this area. The business has external cameras to assist with any potential problem.

**e) The protection of children from harm**

Only photographic ID is accepted (passport, driving licence, proof of age card with PASS hologram). Anyone who appears to be under the age of 25 is challenged to provide ID. If the customer is unable to provide identification then no sale is made. No ID no sale. Any staff member who may be under the age of 18 must call a senior staff member to take over the sale and complete the transaction. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused.

Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read guidance note 10)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (please read guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	07/02/2013
Capacity	Licensing Agent as appointed by the applicant

**Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)</b>			
Stewart Gibson GP Retail Services Ltd Brecon Close Grantham Lincolnshire			
<b>Post town</b>	Grantham	<b>Post code</b>	[REDACTED]
<b>Telephone number (if any)</b>	[REDACTED]		
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b> stewart.gibson@gpretail.co.uk			

### Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

# PREMISES LICENCE

## Part A



Premises licence number:

LN/210004034

### Part 1 – Premises details:

Postal address of premises, or if none, ordnance survey map reference or description:

Premier Service Station  
Chelmsford Road

Post Town: Norton Heath      Post code: CM4 0LQ

Telephone number: 01277 824 438

Where the licence is time limited the dates: N/A

Licensable activities authorised by the licence:

Provision of Late Night Refreshment  
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities:

Late Night Refreshment    23.00 – 05.00

Supply of Alcohol    07.00 – 23.00

The opening hours of the premises:

00.00 – 00.00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies:

Off Only

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:

Petrogas Group UK Ltd  
7 Savoy Court, Strand, London, WC2R 0ER

Registered number of holder, for example company number, charity number (where applicable):

Limited Company  
05952225

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

Elizabeth Poole

[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

[REDACTED]

## **Annex 1 – Mandatory conditions:**

1. No supply of alcohol may be made under the premises licence:-
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or when the designated supervisor has a licence suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence (see section 19 Licensing Act 2003)
3. Where a condition applies requiring a person to carry out a security activity at the premises, those individuals must be licensed by the Security Industry Authority (see section 21 Licensing Act 2003)
4. Where a premises licence authorises the exhibition of films, the admission of children to the exhibition of any film is to be restricted in accordance with section 20 Licensing Act 2003.

### **Additional mandatory conditions from 1<sup>st</sup> October 2010**

**Conditions 1, 3 and 5 do not apply to premises licences where it authorises only the sale by retail off the premises.**

1.—(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4.—(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

For the purposes of these conditions a responsible person is

- the holder of a premises licence in respect of the premises,
- the designated premises supervisor (if any) under such a licence, or
- any individual aged 18 or over who is authorised for the purposes of this section by such a holder or supervisor.

## **Annex 2 – Conditions consistent with the Operating Schedule:**

### **The Prevention of Crime and Disorder.**

1. An extensive CCTV system will be in operation to provide security and identify any culprit who is intent in causing trouble in store. There is a monitor on the shop floor as well as a monitor in the manager's office.
2. All images are stored on the hard drive for a period of 30 days after which they can be erased or saved to disc at the request of the police.
3. All current security measures will remain in operation.
4. All staff have been fully trained in this area.
5. Images will be made available to the police or authorised licensing officer from the council on request.

### **Public Safety**

1. Staff will be trained to be alert to any potential danger to customers and act accordingly.
2. If staff are unable to quickly diffuse the situation without risk to customers or staff, then they are instructed to call the police.
3. All relevant fire procedures are in place for a store of this size.

### **Prevention of Public nuisance**

1. Youths will be encouraged to move from the entrance to the store to prevent the potential of causing nuisance to customers, either in requesting they purchase alcohol on their behalf, or general intimidating behaviour..
2. The entrance to the store is visible from the till pint area, and so can be monitored by the staff.
3. CCTV will cameras will pick up any disturbance in this area.
4. Due to the premises being a forecourt site, no one will be permitted to loiter around the store at all due to the fire risk posed by the petrol.

### **The Protection of children from harm**

1. Only photographic ID is accepted (passport, driving licence, proof of age card with PASS hologram).
2. Anyone who appears to be under the age of 21 is challenged to provide ID. If the customer is unable to provide identification then no sale is made.
3. Any staff member who may be under the age of 18 must call a senior member of staff to take over the sale and complete the transaction.
4. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused.

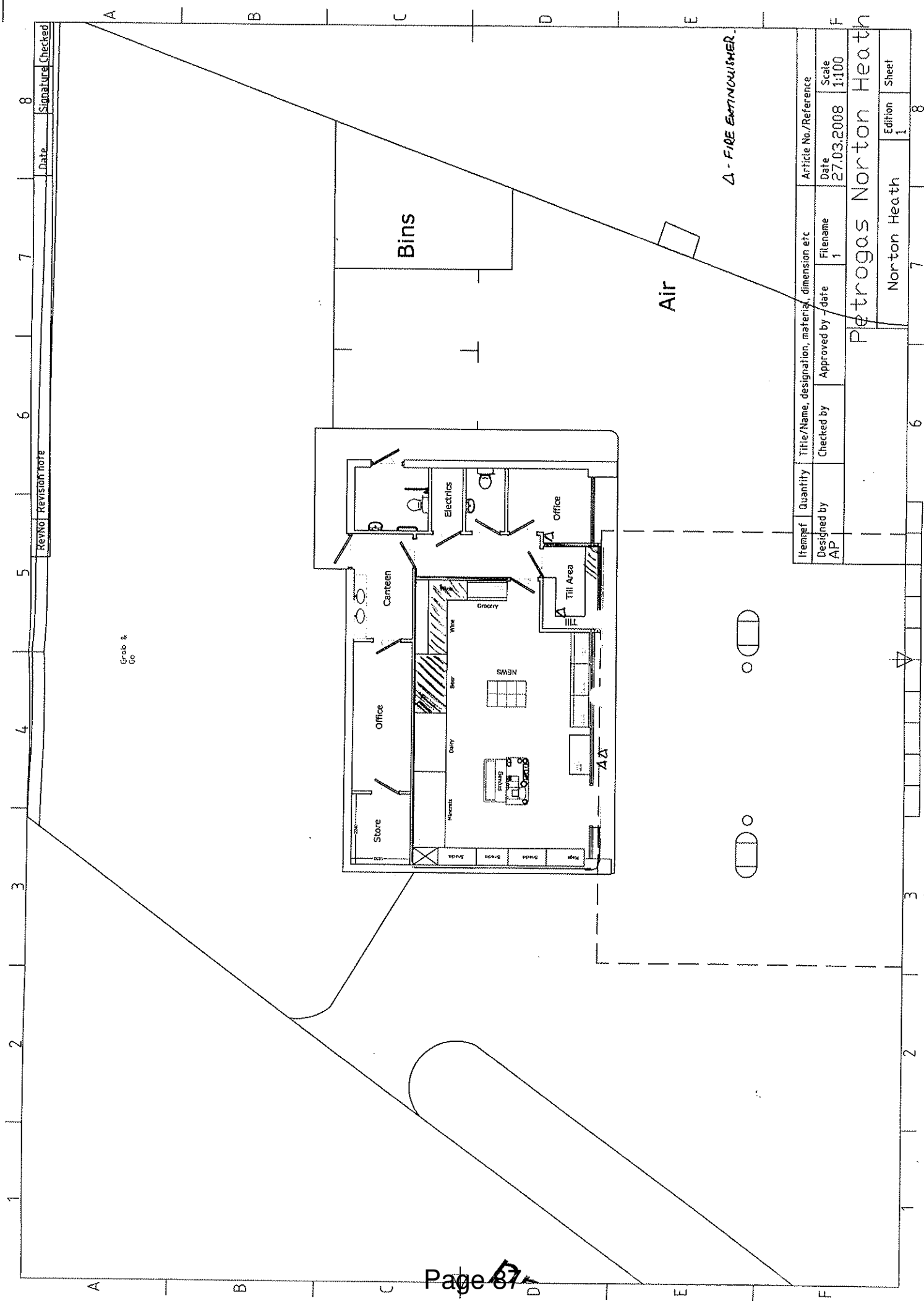


**Annexe 3 – Conditions attached after a hearing by the licensing authority:**

N/A

**Annexe 4 – Plans:**

Plans held at Epping Forest District Council



Grab & Go

△ - FIRE EXTINGUISHER

Rev No	Revision note	Date	Signature	Checked
8				

Itemref	Quantity	Title/Name, designation, material, dimension etc	Article No./Reference
Designed by	Checked by	Approved by - date	Date
AP			27.03.2008
		Filename	Scale
		1	1:100
Petrogas Norton Heath			Sheet
Norton Heath			1
			8



London Borough of Redbridge
The Redbridge (Waiting & Loading) (Amendment No. 1) Traffic Order 2013
The Redbridge (Parking) (Amendment No. 1) Traffic Order 2013
The Redbridge (Off-Street Parking) (Amendment No. 1) Traffic Order 2013

NOTICE IS HEREBY GIVEN that on the 13th February 2013 the Council of the London Borough of Redbridge made the above-mentioned Orders under sections 6, 32, 35, 45, 46, 49, 124 and part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers. The effect of the Order will be to introduce waiting, loading and parking restrictions as specified in the Schedules to this notice.

A copy of the Orders, which will come into operation on the 18th February 2013, a plan of the relevant roads and the Council's statement of reasons for making the Order can be inspected between 8.45am and 4.30pm on Mondays, Tuesdays, Thursdays and Fridays, and on Wednesdays between 9.30am and 4.30pm (except on Bank Holidays), for a period of six weeks from the date on which this notice is published, at the Information Centre, Lynton House, 255-259 High Road, Ilford, Essex IG1 1NN.

Any person wishing to question the validity of the Order or any of its provisions on the grounds that it is not within the relevant powers of the Road Traffic Regulations Act 1984 or that any of the relevant requirements thereof or of any regulations made there under have not been complied with in relation to the Order may, within six weeks of the date on which the Order was made, make application for the purpose to the High Court.

Dated 14th February 2013

Dave Cuthell Chief Highways and Cleansing Officer
Lynton House, 255 - 259 High Road, Ilford, Essex, IG1 1NY

Table with columns for road names and restriction details. Includes Schedule 1 - Waiting Restrictions operative At any time, Schedule 2 - Waiting Restrictions operative Mon - Sat 8.30am - 6.30pm, Schedule 3 - Waiting Restrictions operative Mon - Fri 9am - 5pm, etc.

Table with columns for road names and restriction details. Includes Schedule 4 - Waiting Restrictions operative Mon - Fri 2pm - 3pm, Schedule 5 - Waiting Restrictions operative At any time and Loading Restrictions operative At any time, Schedule 6 - Goods Vehicle Loading Bay operative Mon - Fri 7am - 6pm and Sat 8am - 12 noon, etc.

Table with columns for road names and restriction details. Includes Schedule 7 - Residents Permit Parking operative At any time, Schedule 8 - Residents Permit Parking operative Mon - Sunday 8.30am - 9pm, Schedule 9 - Residents Permit Parking operative Mon - Fri 8.30am - 6.30pm, etc.

Table with columns for road names and restriction details. Includes Schedule 10 - Business & Residents Permit Parking operative Mon - Fri 8.30am - 6.30pm, Schedule 11 - Residents Permit Parking operative Mon - Fri 8.30am - 6.30pm or Limited Waiting 8.30am - 9.30am and 2.45pm - 3.45pm max stay 20 mins, etc.

Table with columns for road names and restriction details. Includes Schedule 12 - Disabled Parking Bay operative At all times maximum stay 4 hours, Schedule 13 - Pay & Display operative Mon - Sat 8.30am - 6.30pm, Schedule 14 - Residents & Business Permit Parking (Off-Street) operative Mon - Fri 8.30am - 6.30pm, etc.

www.redbridge.gov.uk

Public Notices

Licensing Act 2003
Notice of application to VARY a Premises Licence
Name of applicant: Co-op, 7-9 Sun Street, Waltham Abbey, EN9 1ER
The premises currently has the benefit of a Premises Licence number LN29507459. The purpose of this application is to vary the hours when licensable activities may take place Mon-Sat from 08:00-23:00 to 07:00-23:00.

Application for a premises licence under section 17 Licensing Act 2003 to be granted.
1 Anthony Manton and Gary Clark have applied to the London Borough of Waltham Forest for a premises licence for LOT 107, 107 Wood St Walthamstow London E17 3LJ, to permit the sale of alcohol on site daily Monday to Sunday from the hours of 11.00am to 11.00pm.

Goods Vehicle Operator's Licence
Mrs Marlin Mariampillai trading as NRM LTD/167 St Albans Road, Ilford, Essex IG3 8NP is applying for a licence to use Blackhorse Service Station, 57 Blackhorse Road, London E17 7AS as an operating centre for 1 goods vehicle.

Licensing Act 2003
Notice is given that Transera Limited has applied to the Epping Forest District Council for a New Premises Licence as follows:
Opening Hours: Monday - Saturday 11:00 - 00:00 Sunday 12:00 - 23:30

Epping Forest District Council

Affecting a Conservation Area or Setting of a listed building
EPP/0134/13 21 High Street Ongar CM5 9HS. Retention of an ATM, and illuminated signage.
EPP/0205/13 Rodmans Orange Road Epping CM5 0RB. Removal of curtilage garage and erection of one and a half storey dwelling with integral garage, new vehicular access and closure of existing.

Legal Notices

PATRICK STEPHEN WILSON deceased
Pursuant to Section 27, Trustee Ad 1975 (as amended), Notice is hereby given that any person having a claim against or an interest in the Estate of the above named late Mr Patrick Stephen Wilson, who died on 13 November 2011, and Administration of whose Estate was granted on 25 September 2012, is required to send written particulars to the undersigned by 22 April 2013 after which date the Administrator will distribute the Estate among the persons entitled thereto having regard only to the claims and interests which he receives notice of in writing by that date.

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London Borough of Redbridge
Road Traffic Regulation Act 1984 - Section 14(1)
The Redbridge (Wanstead Place) (Temporary No Stopping) Order 2013

- 1. NOTICE IS HEREBY GIVEN that on 11 February 2013 the Council of the London Borough of Redbridge made the above mentioned Order under section 14(1) of the Road Traffic Regulation Act 1984 and all other enabling powers to facilitate planned gas maintenance works in Wanstead Place.
2. The general effect of the Order is to prohibit vehicles from stopping along Wanstead Place at any time to such extent as may be indicated by the setting out of appropriate traffic signs.
3. The Order shall come into operation at 00:01 on Monday 18 February 2013. The Order will remain in force for a maximum period of 3 months or until the works are completed, whichever is the sooner. The works are scheduled to be completed by 29 March 2013.
4. Persons having a query concerning the planned gas works should contact Michael Boitout at Morrison Utility Services on 01277 814230.
5. Nothing in this Order shall apply to:
(a) any vehicle being used in connection with the execution of the said works;
(b) any vehicle being used for fire brigade, police or ambulance purposes; or
(c) anything done with the permission or at the direction of a police constable in uniform or a civil enforcement officer.

Dated 14 February 2013
Dave Cuthell
Chief Highways and Cleansing Officer
Lynton House, 255 - 259 High Road, Ilford, Essex, IG1 1NY

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# PREMISES LICENCE

## Part A



Premises licence number:

LN/210004034

### Part 1 – Premises details:

Postal address of premises, or if none, ordnance survey map reference or description:

Premier Service Station  
Chelmsford Road

Post Town: Norton Heath    Post code: CM4 0LQ

Telephone number: 01277 824 438

Where the licence is time limited the dates: N/A

Licensable activities authorised by the licence:

Provision of Late Night Refreshment  
Supply of Alcohol

The times the licence authorises the carrying out of licensable activities:

Late Night Refreshment    23.00 – 05.00

Supply of Alcohol    07.00 – 23.00

The opening hours of the premises:

00.00 – 00.00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies:

Off Only

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:

Petrogas Group UK Ltd  
7 Savoy Court, Strand, London, WC2R 0ER

Registered number of holder, for example company number, charity number (where applicable):

Limited Company  
05952225

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

Elizabeth Poole

[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

[REDACTED]

## **Annex 1 – Mandatory conditions:**

1. No supply of alcohol may be made under the premises licence:-
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or when the designated supervisor has a licence suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence (see section 19 Licensing Act 2003)
3. Where a condition applies requiring a person to carry out a security activity at the premises, those individuals must be licensed by the Security Industry Authority (see section 21 Licensing Act 2003)
4. Where a premises licence authorises the exhibition of films, the admission of children to the exhibition of any film is to be restricted in accordance with section 20 Licensing Act 2003.

### **Additional mandatory conditions from 1<sup>st</sup> October 2010**

#### **Conditions 1, 3 and 5 do not apply to premises licences where it authorises only the sale by retail off the premises.**

1.—(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4.—(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

For the purposes of these conditions a responsible person is

- the holder of a premises licence in respect of the premises,
- the designated premises supervisor (if any) under such a licence, or
- any individual aged 18 or over who is authorised for the purposes of this section by such a holder or supervisor.



## **Annex 2 – Conditions consistent with the Operating Schedule:**

### **The Prevention of Crime and Disorder.**

1. An extensive CCTV system will be in operation to provide security and identify any culprit who is intent in causing trouble in store. There is a monitor on the shop floor as well as a monitor in the manager's office.
2. All images are stored on the hard drive for a period of 30 days after which they can be erased or saved to disc at the request of the police.
3. All current security measures will remain in operation.
4. All staff have been fully trained in this area.
5. Images will be made available to the police or authorised licensing officer from the council on request.

### **Public Safety**

1. Staff will be trained to be alert to any potential danger to customers and act accordingly.
2. If staff are unable to quickly diffuse the situation without risk to customers or staff, then they are instructed to call the police.
3. All relevant fire procedures are in place for a store of this size.

### **Prevention of Public nuisance**

1. Youths will be encouraged to move from the entrance to the store to prevent the potential of causing nuisance to customers, either in requesting they purchase alcohol on their behalf, or general intimidating behaviour..
2. The entrance to the store is visible from the till pint area, and so can be monitored by the staff.
3. CCTV will cameras will pick up any disturbance in this area.
4. Due to the premises being a forecourt site, no one will be permitted to loiter around the store at all due to the fire risk posed by the petrol.

### **The Protection of children from harm**

1. Only photographic ID is accepted (passport, driving licence, proof of age card with PASS hologram).
2. Anyone who appears to be under the age of 21 is challenged to provide ID. If the customer is unable to provide identification then no sale is made.
3. Any staff member who may be under the age of 18 must call a senior member of staff to take over the sale and complete the transaction.
4. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused.

**Annexe 3 – Conditions attached after a hearing by the licensing authority:**

N/A

**Annexe 4 – Plans:**

Plans held at Epping Forest District Council

## Nuala Clark

---

**From:** High Ongar Clerk <clerk.highongar@btconnect.com>  
**Sent:** 01 March 2013 12:38  
**To:** Nuala Clark (GCSX)  
**Subject:** Re: Re Variation of Premises Licence - Petrogas Group Uk - Premier Service Station  
Chelmsford Road High Ongar CM4 0LQ

Dear Nuala,

I am writing to advise you that High Ongar Parish Council object most strongly to the current sale of alcohol from these premises becoming 24 hour sales. Councillors do not believe there is a need for this out of hours service in a rural area and are concerned that it may encourage crime.

Kind regards,  
Deborah Tonkiss  
Parish Clerk & RFO



Licensing Department, Epping Police Station  
230 High Street, Epping, CM16 4AP  
Telephone 01279 625 405 Facsimile: 01279 625 440  
Website: [www.essex.police.uk](http://www.essex.police.uk) Email: [Peter.Jones@essex.pnn.police.uk](mailto:Peter.Jones@essex.pnn.police.uk)

Mrs Kim Tuckey  
Licensing Department  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
CM16 4BZ

19 February 2013

Dear Kim,

**LICENSING ACT 2003 – PREMISE LICENCE VARIATION S.34**  
**PREMISE: Applegreen Service Station, Chelmsford Road, High Ongar**  
**APPLICANT: Petrogas UK Ltd via Stewart Gibson, GP Retail Services Ltd**  
**DPS: Elizabeth Poole**

Further to the Variation received on 8 February 2013, I write to inform you that all my checks have been carried out and noted. Therefore I can confirm that Essex Police will **NOT** be making any representations or objections to this variation in respect of the licensing objectives.

I trust the aforementioned will assist and look forward to receiving a copy of the amended Premises Licence in due course.

Should you have any queries please do not hesitate to contact me.


Yours sincerely,

A large blacked-out area redacting the signature of Mr Peter Jones ABII.

Mr Peter Jones ABII  
Epping & Brentwood Licensing Officer  
West LPA

Cc. Mr Stewart Gibson  
GP Retail Services Ltd  
4 Brecon Close  
Grantham  
Lincolnshire  
NG31 8FX



 <p><b>Epping Forest District Council</b></p> <p>Civic Offices High Street Epping CM16 4BZ</p>	<p><b>Premier Service Station</b></p>		<p>Centre X: 559766.339</p> <p>Centre Y: 203865.423</p> <p>Width : 225.000</p> <p>Angle : .000</p>
	<p>Scale : 1:1250</p>	<p>Date : 20 Mar 2013</p>	<p>Time : 12:23:49 PM</p>
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